



Mission Support Alliance

Statement of Work

Title: NEPA Environmental Document Preparation Support

Revision Number: 1

Date: August 29, 2016

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) contract with the Department of Energy (DOE) requires MSA to provide staff and resources to help DOE meet its objectives and obligations for public involvement in Hanford decision-making under the National Environmental Policy Act (NEPA) and other federal, state, and local laws, statutes, and regulations. At the federal level this includes, but may not be limited to, preparation of the necessary Sitewide and/or programmatic NEPA documents (e.g., Environmental Assessments [EAs], Supplement Analyses [SAs], and Categorical Exclusions [CXs]). At the state and local level this includes, but may not be limited to, preparation of State Environmental Policy Act (SEPA) Checklists and other environmental documentation. Furthermore, the MSA contract requires management of all non-Environmental Impact Statement (EIS) NEPA-related data and processes applicable to MSA contract activities; including obtaining all appropriate approvals.

NEPA is the basic national charter for protecting the environment. It establishes policy, sets goals, and specifies the process for carrying out the policy. NEPA requires all federal agencies to utilize a systematic, interdisciplinary approach in planning and decision making for proposed actions that may significantly impact human health and the environment.

2.0 OBJECTIVE

MSA anticipates managing large infrastructure upgrade and new construction projects over the next several years and may require a Subcontractor to assist in the preparation of an estimated two (2) NEPA required environmental documents per year. Services will be provided on an as needed basis through issuance of Subcontract tasks (Releases).

MSA intends to secure the services of Environmental Consulting firms that have extensive experience preparing environmental documents under the National Environmental Policy Act (NEPA) as well as state environmental protection acts. Environmental documents addressed by this Blanket Master Agreement (BMA) include: Categorical Exclusion (CX) Determinations, Environmental Assessments (EA), Findings of No Significance (FONSI), and Records of Decisions (ROD). Additional support to new and in-process NEPA Environmental Documentation may be requested through this BMA. Other areas of support may be tasked on an as-needed basis for technical document development and reviews.



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The primary focus of this SOW is on providing services required for the preparation of EAs, but may also include activities associated with the preparation of SAs, CXs, and other environmental documentation (e.g., SEPA Checklists).

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide NEPA document preparation support services that analyze direct, indirect, and cumulative effects of proposed actions on a variety of resource areas including, but not limited to, public and worker health and safety, air quality, water resources, biotic resources, ecosystem functioning, cultural resources, socioeconomics, land use, and environmental justice. NEPA documents shall utilize a “sliding-scale” approach (DOE 1993) as the basis for the analysis of potential environmental and socioeconomic effects. That is, certain aspects of Proposed Actions may appear to have a greater potential for creating environmental effects than others; therefore, they will be discussed in greater detail in the applicable NEPA document than those aspects of an action that have little potential for effect. Conversely, proposed actions that have little impact when considered individually may result in significant effects when considered cumulatively.

The Subcontractor shall provide all aspects of NEPA document preparation services including management and oversight of the work to ensure assignments are accomplished in accordance with the requirements herein and within the subsequent Releases. The Subcontractor shall assign qualified personnel to individual Releases such that the technical and administrative requirements of the SOW and subsequent Releases are met.

Work will be authorized by MSA through the issuance of individual Releases to the Subcontractor. Each Release will contain a Statement of Work (SOW) with specified requirements related to the services to be performed by the Subcontractor.

4.0 SUBMITTALS

Releases will specify the environmental documents to be delivered during the execution of the work activity. These may include drawings, technical reports, calculations, presentation materials, data files, and other items typical to performance of tasks of the nature discussed herein. Unless otherwise directed, documents shall be provided with an electronic file submitted in the current Site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted.

In support of the work scope established in Section 3.0 above, all subsequent Release submittals will be listed on a Master Submittal Register (MSR).

Submittals shall be provided to the Buyer’s Technical Representative identified in the individual task Release. All transmittal subject headings shall contain, at a minimum, the subcontract number, task Release number, submittal number, and submittal description.



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Submittals shall be provided in non-password protected electronic format unless the content is only available in hard copy format. Electronic submittals may be sent to Buyer's Technical Representative identified in the individual task Release or delivered via a MSA-designated File Transfer Protocol (FTP) site.

5.0 ACCEPTANCE CRITERIA

Subcontract work products and services shall meet applicable standards as referenced in 6.0 below.

6.0 APPLICABLE STANDARDS

NEPA documents shall be prepared in accordance with DOE NEPA guidance, requirements, protocols, practices, and procedures; including applicable Executive Orders, laws, statutes, and their implementing regulations and procedures:

- The National Environmental Policy Act of 1969 (NEPA),
- CEQ regulations implementing NEPA (40 CFR Parts 1500-1508),
- DOE O 451.1B (Chg. 3)
- DOE NEPA Implementing Procedure (10 CFR Part 1021).
- NEPA documents will reflect application of "Recommendations for the Preparation of Environmental Assessments and Environmental Impact Statements," issued May 1993 by the DOE Office of Environment, Safety and Health.

7.0 DOE/MSA PROVIDED SERVICES

Consistent with DOE O 451.1B (Chg. 3), DOE will designate a NEPA Document Manager for all EAs prepared under this SOW. DOE will also provide a NEPA Compliance Officer (DOE-NCO) to oversee the preparation of EAs, SAs, and other NEPA documentation (e.g., NEPA Review Screening Forms [NRSF] and Activity Specific CXs). The DOE may also form an Integrated Project Team comprised of DOE, MSA, and Subcontractor personnel to facilitate the preparation and review of EAs and SAs.

The DOE-NCO will determine the appropriate level of NEPA documentation for each proposed action and document the decision using a NRSF. Subcontractor support may be needed to compile information to assist DOE in making such determinations.

MSA will provide a NEPA subject matter expert (SME) and Buyer's Technical Representative (BTR). The NEPA SME may serve as the BTR and will be responsible for matters of a technical



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nature; including the primary interface between the Subcontractor and DOE. MSA will also provide a Contract Specialist responsible for matters of a contractual nature.

MSA will also provide the Cultural Resource Review (CRR) and Ecological Resource Review clearances necessary for preparation of NEPA documentation; including interactions with other federal and state agencies, as needed (e.g., Washington State Department of Archaeology and Historic Preservation/State Historic Preservation Office [DAHP/SHPO], Advisory Council on Historic Preservation, U.S. Fish and Wildlife Service, etc.). MSA Cultural and Historic Resources Program (CHRP) and Ecological Monitoring and Environmental Surveillance (EMES) will support the preparation of appropriate chapters and sections of the environmental document. MSA CHRP SME will also complete a National Historic Preservation Act (NHPA) Section 106 Cultural Resource Review (CRR) for the project. This task includes consultation with Native American Tribes, DAHP/SHPO, or other stakeholders as needed. When adverse effects are identified, MSA will conduct negotiations with the Native American Tribes on mitigation activities that are formally documented by a Memorandum of Agreement (MOA). Clearances typically takes 4-6 months to complete depending on the project; an MOA can take another 6-12 months (or more).

8.0 REQUIREMENTS

The Subcontractor shall perform the following:

1. All work conducted under this Statement of Work (SOW) will be performed at the Subcontractor's normal place of business. For any work performed on the Hanford Site or within any MSA-controlled facility, the On Site Services Provisions, SP-5, will apply.
2. Comply with all MSA and DOE safeguards and security requirements applicable to DOE and Hanford facilities, documents, and information. The Subcontractor shall comply with all MSA, DOE, and Hanford security requirements regarding handling of classified information. In the event that a classified appendix to a NEPA environmental document is required, the Subcontractor shall prepare the classified appendix and will do so in either a DOE-approved security facility or in DOE secured space.
3. Support MSA and DOE in interactions with other government agencies at the Federal, State, Tribe, or local level. This support shall be limited to document preparation and logistic support. This support may include technical consultations with other Federal agencies, such as the Fish and Wildlife Service of the Department of the Interior, to address compliance with laws and regulations regarding other environmental review requirements, such as those regarding endangered species and cultural resources. The Subcontractor shall also support MSA and DOE in interactions with other stakeholders. Assume one (1) meeting per quarter.
4. Establish and maintain a computer-based comment and document control system to enter, track, and retrieve public and internal comments and their responses; track revisions of text; and manage a comprehensive distribution list of interested and affected parties.



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5. Participate in regular meetings and special progress review meetings. The Subcontractor shall participate in MSA and DOE review sessions of draft documents. Assume one (1) meeting per month.
6. Coordinate and integrate the data and analysis inputs of supporting MSA, DOE, State, Tribe, and other Federal or Subcontractor personnel whom DOE may ask to provide information in specialized areas of expertise.
7. Prepare the technical approach or analytic methods for each natural or human resource area to be evaluated in the environmental document. These documents describe the approach to analyzing environmental impacts and, at a minimum, address how data and information germane to the analysis will be managed, including;
 - a. Identification of data and information needed to perform the analysis;
 - b. How data and information will be received and controlled (configuration control);
 - c. Means to determine the extent to which available data and information are sufficient for the identified approach to analyzing impacts;
 - d. How software will be selected and controlled; and
 - e. The degree to which, and how, calculations will be verified.

DOE's Office of NEPA Policy and Compliance maintains a website (<http://nepa.energy.gov/>) that includes relevant regulations, policies, and DOE and other agency guidance germane to the preparation of environmental documents.
8. Prepare a Project Management Plan (PMP) for preparation of environmental documents. The PMP shall address, at a minimum:
 - a. Technical, quality, schedule and cost objectives;
 - b. Quality assurance requirements;
 - c. Interdisciplinary team approach;
 - d. Project organization and responsibilities;
 - e. Project planning, including work breakdown structures, budgets, schedules and associated baselines,
 - f. Project implementation, including process control, performance measurements, and cost and schedule control, monitoring and reporting;



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- g. Other controls, such as facility or computer security requirements; and
 - h. Form, style, editorial standards, and publication requirements.
9. Prepare a document review plan to address how the environmental document is to be reviewed for adequacy, correctness, completeness, accuracy, and compliance with established requirements, including safeguards and security requirements prior to approval and issuance. The document review plan identifies, as a minimum:
- a. Individuals including subject matter experts and the NEPA Compliance Officer (NCO);
 - b. Cooperating agencies and RL/ORP organizations responsible for the review(s), approval, and issuance of the environmental document;
 - c. Nature of the reviews, including consideration of the means to identify quality problems and to control, correct and prevent the reoccurrence of identified problems;
 - d. Means to address relevant elements.
10. Prepare a Public Involvement Plan (PIP) with the goal of encouraging and facilitating public participation during preparation of the environmental documentation. The PIP is developed in accordance with the CEQ regulations, DOE NEPA implementing regulations, *DOE's Effective Public Participation under the National Environmental Policy Act* (DOE, 1998), and other relevant public involvement guidance.
11. Draft a focused environmental document that is concise, clear, and to the point, and written in plain language so as to inform and not subject the reader to extraneous or irrelevant information. The Subcontractor shall assume two (2) task releases during the base contracting period for NEPA document preparation support. An example of a focused EA is attached to this SOW.
12. Prepare draft responses to any public comments for use in preparing Final Environmental Documents, and identify revisions needed in the Final document, and prepare a preliminary Final document that incorporates those revisions. After review by the MSA and DOE, the Subcontractor shall revise the draft responses based on MSA and DOE instructions.
13. The Subcontractor shall support any additional review of NEPA Environmental Documents, including responses to comments, and revise the document based on MSA and DOE instructions.
14. The Subcontractor shall prepare any draft distribution letters and support distribution of the Final NEPA Environmental Documents to appropriate government agencies and elected officials, and to all other interested or affected parties.



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15. The Subcontractor shall categorize, collate, and assist in analyzing any public comments received on Final NEPA Environmental Documents. The Subcontractor shall assist in preparation of recommendations on disposition of any comments received.
16. As applicable, the Subcontractor shall prepare a draft “Finding of No Significant Impact” (FONSI) or need to prepare an EIS based upon the Final Environmental Document and further direction from MSA and DOE. If mitigation actions are required to address potential adverse impacts of proposed actions, then a Mitigated FONSI and associated Mitigation Action Plan may be prepared.
17. During the course of the analysis for any Environmental Document, it may become apparent that mitigation could reduce, avoid, eliminate, or compensate for the environmental impacts of a proposed action or alternative. If the analyses indicate the potential for such mitigation, the Subcontractor shall identify the mitigation for MSA and DOE to consider incorporating into the proposed action or alternative. If applicable, the Subcontractor shall prepare a draft description of mitigation measures or a draft Mitigation Action Plan as directed by MSA and DOE. The Subcontractor shall revise the Mitigation Action Plan based on MSA and DOE instructions.
14. Subcontractor shall compile the Administrative Record file for all NEPA Environmental Documents and shall deliver the completed Administrative Record file to the location designated by MSA. The Subcontractor shall keep the administrative record current with the development of each EA. The administrative record will include such things as materials which reflect significant changes in thinking on the project, that is, memoranda that raise important issues or criticize the assumptions or approaches or conclusions; all formal published agency notices and documents and comments; original copies of field notes, reference documents, studies, model runs, supporting analyses, photographs, graphics, and maps used in the preparation of the EA. The administrative record for an EA is the property of DOE. The DOE NEPA Document Manager may direct the Subcontractor to transfer the administrative record to DOE at any time during the EA preparation process and the Subcontractor shall comply within five days of notification. A practitioner’s handbook for “Maintaining a Project File and Preparing an Administrative Record for a NEPA Study” has been published by the American Association of State Highway and Transportation Officials (AASHTO). This handbook provides relevant guidance regarding establishment of the administrative record.
15. The Subcontractor shall provide a NEPA Document Project Schedule for key activities and deliverables. As applicable, this project schedule will be reviewed at the project kick off meeting.
16. The Subcontractor shall use Microsoft Format Compatible applications (Word, Excel, Access, and PowerPoint) for word processing. The Subcontractor shall provide 10 hard copies and the electronic files (Native files) of all documents associated with the preparation of NEPA documentation to MSA.



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9.0 ENVIRONMENT, SAFETY, & HEALTH (ES&H) REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier employee performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractor shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any Subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any Subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any Subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor shall have a current approved EJTA prior to that employee beginning work on the Hanford Site.

10.0 PERSONNEL REQUIREMENTS

10.1 Training and Qualifications

The Subcontractor shall ensure that anyone working on each Release meets and maintains the appropriate training, qualifications, and certifications appropriate for the work scope described in Section 3.0. At a minimum, the Subcontractor shall be familiar with the *National Environmental Policy Act of 1969* (NEPA), as amended (42 USC 4321 et seq.); the *Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA* (Title 40, Code of Federal Regulations, Parts 1500–1508); and the *DOE NEPA Implementing Procedures* (Title 10, Code of Federal Regulations, Part 1021). In addition, familiarity with the U.S. Department of Energy, Office of NEPA Policy and Compliance, *Recommendations for the Preparation of Environmental Assessments and Environmental Impact Statements*, is highly desirable.



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EA preparation requires an interdisciplinary approach that integrates use of the natural, physical, and social sciences. The Subcontractor's disciplines must be appropriate to the identified scope and issues. The Subcontractor's document team also requires preparers who are skilled in technical writing, graphics production, and technical and editorial quality control.

The Subcontractor shall provide personnel with interdisciplinary areas of expertise as applicable to the task to independently assess the adequacy and completeness of existing information; bring data gaps, omissions, and inconsistencies to the attention of MSA; and, if required, conduct additional data collection and field studies under a data collection plan approved by the DOE NEPA Document Manager.

It is expected that the Subcontractor will identify and apply an appropriate mix of resources and experience to each task to ensure that MSA is receiving the best value possible for the NEPA document preparation services being requested.

In subsequent Releases (due to task complexity, licensing requirements, or other factors) it should be expected that MSA may specify specific skill levels or required qualifications expected to be provided by the Subcontractor to accomplish the task(s).

Subcontractor to provide personnel resume and evidence of qualification prior to being allowed on subsequent Releases.

10.2 Security and Badging Requirements

It is anticipated that the Subcontractor will not require access to Hanford Site facilities to execute work activities under this SOW. If Hanford Site access becomes necessary, then the BTR will make the appropriate arrangements for security and badging.

10.3 Work Location / Potential Access Requirements

It is anticipated that the Subcontractor will be able to perform all work activities under this SOW at their normal place of business. If it becomes necessary for the Subcontractor to perform work at the Hanford Site, then the BTR will arrange for a work location and process the necessary building access requirements.

10.4 Site Access and Work Hours

Personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday. In addition to scheduled Fridays off, there are approximately 9 facility closure days that coincide with the various holidays.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.



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10.5 Deliverables

For resource purposes, the Subcontractor shall estimate the preparation of two (2) EA deliverables per Fiscal Year. The type, number, and schedule of deliverables will be specified and shall be provided in accordance with individual Task Releases. Unless otherwise specified in the Task Release, deliverables shall be provided to the MSA BTR and DOE NEPA Document Manager for review/approval.

10.6 Project Management and Personnel

- a) A highly skilled and experienced project manager, knowledgeable in NEPA and experienced in managing large structure and infrastructure construction projects;
- b) Adequacy of contractor's approach for MSA staff interface and for planning and scheduling task activities as presented in the RFP;
- c) Ability to assign and commit key personnel to the project and use of appropriate personnel to accomplish specific tasks;
- d) Ability to satisfy logistical requirements such as materials, transportation, office location(s), document production, computer services, graphics support, records management, and so forth to ensure an effectively managed program;
- e) Experience, education, and location of the Project Manager;
- f) Experience, education, and location of the Deputy Project Manager;
- g) Experience of the Project Manager and Deputy Project Manager in working with multiple Federal and state agencies; including Native American Tribes and stakeholders, on large structure and infrastructure construction projects; particularly in the State of Washington;
- h) Experience, education, and location of various key environmental specialists, and any subcontractors proposed for use; and
- i) Qualifications and experience of the administrative support personnel.

11.0 SPECIAL REQUIREMENTS

11.1 Meetings

General purpose of meetings is for Subcontractor, MSA, and DOE coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections to conduct special-purpose meetings and various safety meetings and briefings.



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Subcontractor in consultation with MSA and the DOE Document Manager, will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, meeting minutes will identify action items, assigned Actionees, and due dates.

- **KICKOFF MEETING** – Purpose of the Kickoff Meeting is the coordination of Work start up and familiarization of project participants with the Work and worksite, and Review of the Project Schedule. Kickoff meetings may include site visits/tours to familiarize the Subcontractor with the worksite.
- **PROGRESS MEETINGS** – Once (1) a month, MSA will conduct a progress meeting at time and Hanford Site location determined by MSA. Invited attendees will include DOE, MSA, and Subcontractor. Monthly status meetings will include a status of project costs and schedule.

11.2 NEPA Document Quality Assurance/Quality Control

Responsibilities and authorities for elements, including quality, of the NEPA Program may be implemented by Subcontractors; however, DOE retains oversight responsibility of the NEPA Quality Assurance Program. Decisional authority within each technical area of a NEPA document and as an outcome of a NEPA document (e.g., FONSI, ROD), and resolution of issues rests with, and must be traceable to, DOE personnel.

Personnel responsible for preparation of a NEPA document, an associated document, or section of a NEPA document or associated document, are accountable for their work and are responsible for:

- Applying the philosophy of interdisciplinary document preparation and review. Interdisciplinary preparation occurs when each section of a NEPA document or associated document is prepared by a subject matter expert qualified in the topic of that section. Interdisciplinary review occurs when the entire document is reviewed by all of the individuals responsible for the separate sections, information is shared, and problems are identified and resolved as a team.
- Ensuring documents for which they are accountable, or are used as a reference to support the analyses, judgment or conclusion, are included in the project file and administrative record, as appropriate.
- Using the best available information, identifying the degree of uncertainty associated with that information, and documenting and referencing that information.
- Generating scientifically sound and verifiable information in the absence of existing information, documenting the need for such new information, or identifying in the document where such information is lacking so the decision maker and the public may judge its importance to the overall analysis.



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- Quantifying information and analyses that can be quantified, qualifying information and analyses that cannot be quantified, and identifying and explaining their differences.
- Identifying any differences of opinion, controversy, or bias that may exist, where such difference, controversy, or bias is reasonably based (i.e., application of the concept of “responsible opposing views”).
- Ensuring the editorial quality, readability, accuracy, consistency, and clarity of all sections of a NEPA document or associated document.